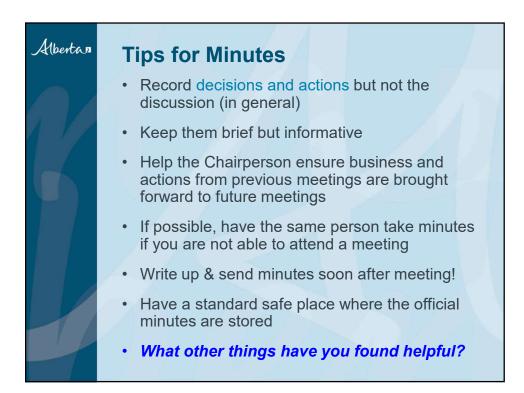
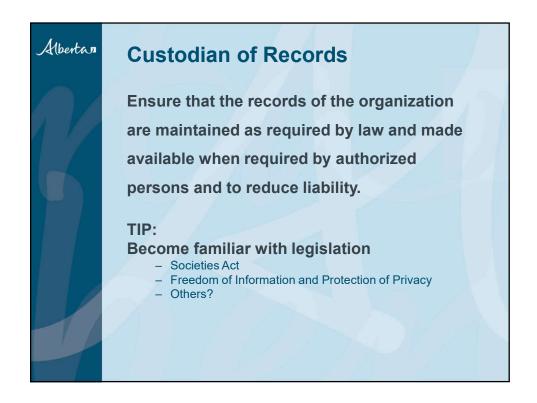


Albertan	Meeting Minutes
	• HOW:
A B	Consistent style, format (create a template)
	Cover the following (at minimum):
	<ul> <li>Who was at the meeting, who wasn't</li> </ul>
	<ul> <li>Date, time (start and end), location</li> </ul>
	<ul> <li>Items discussed</li> </ul>
	<ul> <li>Reports presented</li> </ul>
	<ul> <li>Decisions made: text of motions presented and description</li> </ul>
	<ul> <li>Follow up actions required, by whom and by when</li> </ul>
	<ul> <li>Date, time and location of next meeting</li> </ul>

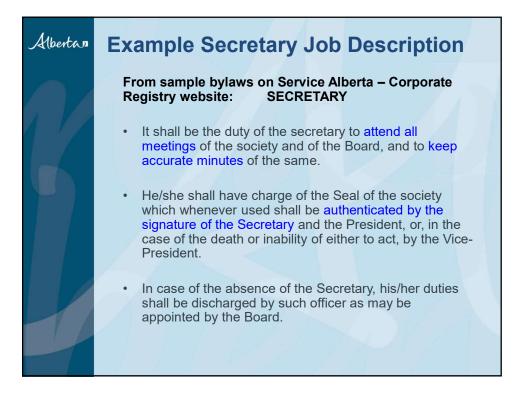


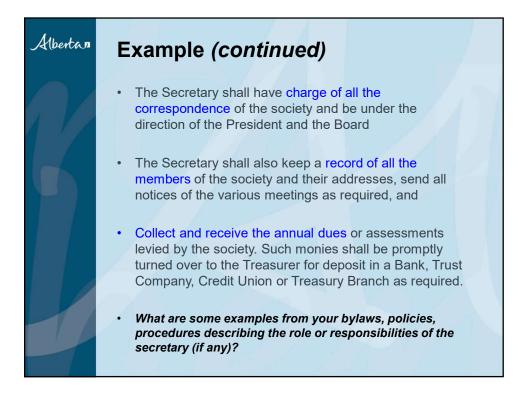










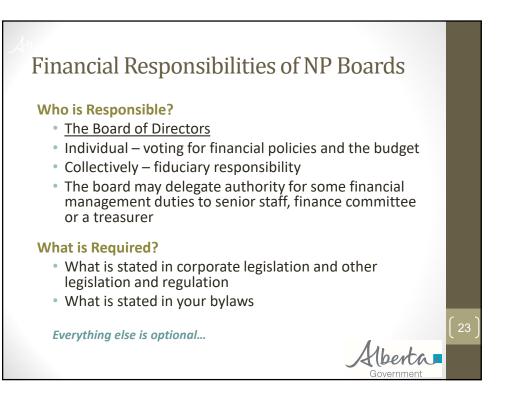


## What is a Treasurer?

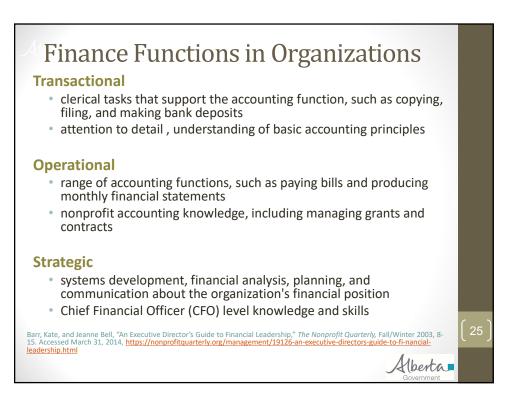
1 traditional officer or Executive roles

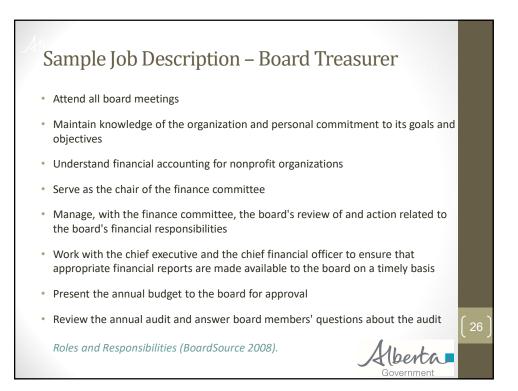
Nonprofit context: Oversee financial management and report to the board and members financial status of organization.

Alberta







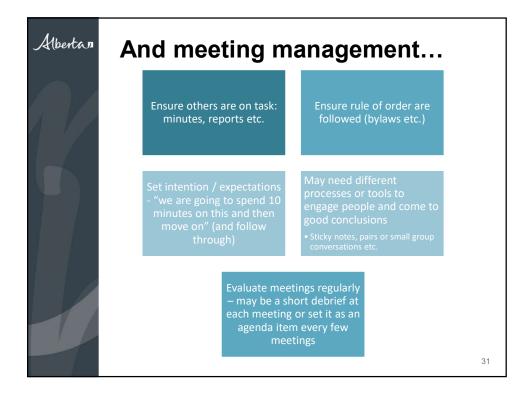




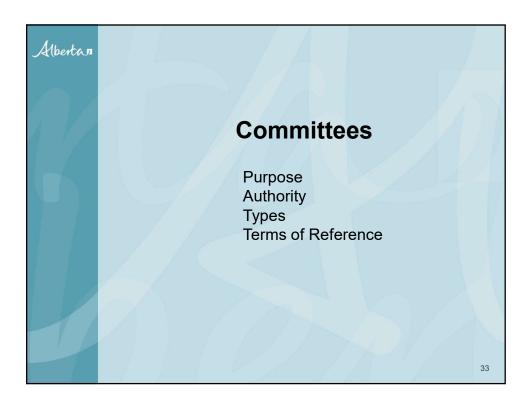


Albertan	Communication & Advocacy				
	Create a healthy & respectful 2 ears, 1 mouth environment				
	Be clear & manage your message Cone board member but can represent the board or organization externally				
	The board represents your membership / community to the public & stakeholder	29			

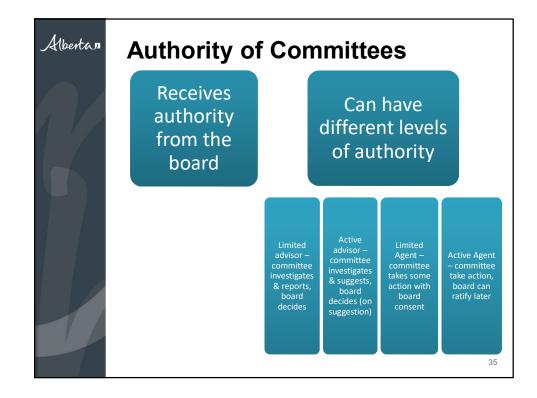
Albertan	Planning	
	Set realistic goals – develop or review strategic plan for organization	Identify quick wins & successes
	Can timeline goals, performance measure & meetings (budget cycle etc.)	<ul> <li>Succession - what do you need to do to ensure others can continue?</li> <li>Can you mentor or support others to step in &amp; learn?</li> </ul>
		30







lbertan	Why have committees?				
	Can save time at board or general meetings				
	Can make work more efficient				
	Can bring is specialized skills & interests				
	Can be used to have members gain skills & experience				
	May work in policy or operations				
	Things to consider				
	<ul><li>Things to consider</li><li>Committee's purpose, authority,</li></ul>				



Albertan	Types of Committees				
		Standing	Ad Hoc	Sub-committee	
	Duration	On-going	Short term	Short term or on-going	
	Authorized by	The board – TOR	Board	Board or committee	
	Role	Deal with issues; people, money, business, program or advocacy	To support the board for a specific task	Support a committee to do specific tasks	
	Accountable to	Board	Board	Committee	
	examples	Finance committee	Policy development	Conference planning group	

Albertan	Terms of Reference	
	Name & type	_
$\Lambda$ $V$	Purpose & Authority – area of responsibility	/
	what decisions can be made	
	Membership – terms, chairperson,	_
	Meetings & workload	_
	Reporting & timelines	_
	Resources – budget / staff	_
	Approved by board & review date	
		37

